



## National Radiological Emergency Preparedness Conference, Inc.

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[www.nationalrep.org](http://www.nationalrep.org)

January 23, 2017

Subject: Pre-Conference and Post-Conference Meeting Schedule

Dear Steering Committee Members/ Advisors:

Thank you for your participation as a member of the National Radiological Emergency Preparedness Conference, Inc. Steering Committee. As you know, the 27<sup>th</sup> annual National REP Conference is set for April 10 – 13, 2017, and preparations are now in full swing. So that we can complete final preparations for this conference and begin planning for future conferences, please make arrangements to participate in the pre-conference meeting, conference preparation activities and the post-conference meeting. These activities will be held at the conference location, which is the [Amway Grand Plaza Hotel](#), 187 Monroe Ave. NW, Grand Rapids, Michigan 49503. Travel dates are April 8 and 14, 2017. [Gerald R. Ford International Airport \(GRR\)](#) is the primary airport serving the Grand Rapids area (<http://www.chs-airport.com/>).

Attached on the next page is a tentative agenda for the meetings. Please note that the first activity/meeting starts at 9:00 am on Sunday, April 9, 2017, and the last meeting is scheduled to end at 8:00 pm on Thursday, April 13, 2017. Please make your travel plans accordingly. Remember, we will also need your presence and help during the training and workshops all day Monday, April 10, 2017.

Hotel reservations will be made and communicated to you by our Treasurer, Pat Mulligan. Please make sure you let Pat know of any special requests or needs. Please work through Pat first before contacting the hotel directly. You are encouraged to verify your reservation with the hotel and confirm the room rate after receiving the confirmation from Pat. Should any issues arise that require changes to your reservations, please let Pat know as soon as possible. You are responsible for your own lodging expenses and miscellaneous charges. The room rate is USD109.00+tax.

Details on hotel, airport, ground transportation, and parking can be found on our web site under "[Hotel, Airport, Ground Transportation.](#)"

Once again, thank you and your sponsoring agency for your continued support of the National Radiological Emergency Preparedness Conference, Inc. I encourage you to browse the Conference web frequently in the coming weeks for updated information.

If you have any questions, please do not hesitate to call me at 509-727-5135 (Cell), or E-mail me at [Michelle.Anderson-Moore@doh.wa.gov](mailto:Michelle.Anderson-Moore@doh.wa.gov).

Sincerely,

*Michelle Anderson-Moore*

Michelle Anderson-Moore, Chair  
2016-2017 Steering Committee

**National Radiological Emergency Preparedness Conference, Inc.**  
**Pre-Conference & Post-Conference Meeting Schedule**  
Amway Grand Plaza Hotel  
187 Monroe Ave. NW, Grand Rapids, Michigan 49503  
**April 9 – 13, 2017**

**Saturday, April 8, 2017**

12:00 PM to 6:00 PM

6:30 PM - ?

Steering Committee Members Arrive

Steering Committee Evening Get-Together/Dinner (*on your own*)

**Sunday, April 9, 2017**

9:00 AM

Welcome/Conference Business/Subcommittee Reports (***Pearl Room***)

Chairperson Comments

Program Sub-Committee

Audio Visual Sub-Committee

Registration Sub-Committee

Vendor Sub-Committee

Social Events Sub-Committee

11:30 AM – 1:00 PM

Lunch (*on your own*)

1:00 PM

Introduction of Host State Volunteers

Preparation of Registration Packets and Materials

1:15 PM – 1:45 PM

Facility Walk-through (*with Hotel Representative*)

2:00 PM – 4:30 PM

Training/ Workshop A/V Set-up and Preparation

4:00 AM – 7:00 PM

Conference Registration

**Monday, April 10, 2017**

8:00 AM – 5:00 PM

Training/Workshops (***Governor's Room, Imperial Ballroom, Gerald R. Ford Room***)

2:00 PM – 4:00 PM

Conference Registration Setup / Banner and Sign Setup

A/V Set-up and Preparation

4:00 AM – 7:00 PM

Conference Registration

6:00 PM – 8:00 PM

Speaker Reception (***Pantlind Ballroom***)

(*Speakers, Past Chairpersons, Host State volunteers, Steering Committee*)

**Tuesday, April 11, 2017**

7:00 AM – 6:00 PM

Conference Registration

8:00 AM

2017 Conference Opens

4:45 PM

1<sup>st</sup> Day of Conference Adjourns

6:00 PM – 9:00 PM

Networking Social (***Ambassador East Ballroom***)

**Wednesday, April 12, 2017**

7:00 AM – 6:00 PM

Conference Registration

8:00 AM

2<sup>nd</sup> Day of Conference Begins

5:00 PM

2<sup>nd</sup> Day of Conference Adjourns

**Thursday, April 14, 2017**

8:00 AM

Final Day of Conference Begins

5:00 PM

2017 Conference Concludes

6:00 PM to 8:00 PM

Post-Conference Meeting (***Presidential Suite***)

Chairperson Comments

Election of New or Returning Members, Treasurer & Secretary

Assigning Sub-Committee Members

Treasurer's Report

Secretary's Report

Review Conference Evaluation Comments

Future Conferences Sub-Committee Report

Other Business